

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING NOTIFICATION
2 DECEMBER 2021**

PLEASE BE ADVISED THIS IS A HYBRID ZOOM MEETING. THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR AT AUBURN CITY HALL, 60 COURT STREET, SECOND FLOOR IN THE COMMUNITY ROOM.

****THOSE WISHING TO PARTICIPATE VIA ZOOM MUST REGISTER IN ADVANCE FOR THIS MEETING. DEADLINE FOR REGISTRATION IS 4:30 P.M. December 2, 2021. ANYONE ATTEMPTING TO REGISTER AFTER THAT DATE AND TIME WILL NOT BE ADMITTED TO THE MEETING.****

****TO REGISTER, THE FOLLOWING WILL BE REQUIRED: FIRST AND LAST NAME, VALID EMAIL ADDRESS AND PHONE NUMBER. INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.****

****PARTICIPANTS WILL BE MUTED FOR THE DURATION OF THE MEETING UNLESS YOU RAISE YOUR HAND AND REQUEST TO SPEAK. AT THAT TIME, A REQUEST TO UNMUTE WILL BE SENT TO YOU BY THE HOST. PARTICIPANTS WILL NOT BE ALLOWED TO UNMUTE THEMSELVES WITHOUT PERMISSION FROM THE HOST.****

****THIS MEETING WILL BE RECORDED, SAVED TO THE CLOUD AND SHARED. PLEASE NOTE, CLOUD RECORDINGS MAY TAKE UP TO 72 HOURS TO UPLOAD****

Auburn Lewiston Airport is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83169548844>

Meeting ID: 831 6954 8844

Please note our new Facebook Page:

https://www.facebook.com/Auburn-Lewiston-Airport-112297304557206/?ref=pages_you_manage

No longer the Auburn Lewiston Municipal Airport. That site is frozen.

AGENDA

12/02/2021

Regular Monthly Meeting – 5:30 pm

Reminder when one or more board members attend by remote: votes must be taken by roll call (if not unanimous) for the online member's vote to be counted.

1. Call to Order and declare a quorum is present (Chair)
2. Recognition of Brian Carrier's last meeting
3. Minutes: November 7, 2021 (Chair) (motion)
4. RKO Annual Audit
5. Financial Report (Treasurer) (motion)
6. Review of Internet security protocols. We do not have a policy on Internet Security. The FAA provides security for most systems in place with the exception of our computers. We do have internet security through The Computer Place who host Flytomaine.com for us. They provide out internet security (McAfee or Norton). The Computer Place handles all access to all our network emails (outlook) and files and provides our hard drive back up.
7. Review current Internet use Policy - Computer and Internet Usage Policy (included in meeting packet). Manager has ability to see what all employees are doing on their computers.
8. Review of Airport Equipment needs (If we have an inventory list of all Airport Equipment, that would be great)
9. Creation of a Safety Committee (purpose is to review current safety policies and recommend any changes or additional policies needed)
10. Review Vacant Board seats and process to fill
11. Review Snow removal plan (included in meeting packet)
12. Public Comments – Open for members of the public for items other than on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
13. Airport Manager's Report
 - a. Fuel Ramp Construction update Sub-committee for self-service issues.
 - b. Staff Training Report: Review policies. Classroom and hands on aircraft De-icing training for line personnel.
 - c. Personnel changes: Dan's promotion, Tyler has left. Peggy added hours
 - d. Bob has been giving airport tours to boys and girls organizations. He has added adult day cares. The tours are greatly appreciated.
 - e. FOAA request 19 line items of logs and records dating back to January 2019.
 - f. Fuel Testing Results
 - g. Weights and measures: Weather permitting, the fuel meters on the trailer and jet truck will be calibrated by Ronnie's Meter Service on December 16 or 17, 2021s. The new fuel farm tanks and the diesel tank do not require calibration because nothing is sold directly

from them. The recently removed fuel tanks and the old fuel truck had been calibrated. The current fuel truck and new trailer were overlooked when they were recently put into service.

- h. The Airport, with the help of Dottie Perham from the city of Lewiston, has applied for a \$10,000 tourism grant to be used for marketing to draw guests from outside a 50 mile radius.
- i. Next event a "Toy Fly" on Dec 11th with a snow date of Dec 12. This is in conjunction with the airport being a "Bus Stop" for the Chamber of Commerce's toy drive.

14. New business- Would the board prefer to return to zoom meetings for January then re-evaluate the Covid 19 conditions? |

15. Old Business

- a. Confirm passing on two options to buy private hangars, for the record
- b. Acknowledge CMP easement for 911 tower through FAA
- c. Update on Manager Search
- d. Update on restaurant- restaurant has been primed and ready for paint. Rainy day activity.
- e. CIP

16. Next regular meeting: January 6, 2022 (Hybrid/City Hall)

17. Adjournment